



Interdepartmental Promotional Opportunity

ADMINISTRATIVE DEPUTY, PUBLIC DEFENDER

Exam No. A1011A

The Position

The Administrative Deputy, assists the Public Defender in the direction and management of the Department's support services, including Financial Management, Human Resources, Materials Management, Management Analysis and Information Systems.

Essential Job Functions

- Manages the Administrative Services Division operations by planning, organizing, directing, coordinating, controlling, and evaluating the work of the division, and ensures that the division services effectively support the lines of business (program needs) in achieving the mission of the department.
- Directs through subordinate managers responsible for the management of all functional areas within the Administrative Services Division (e.g. Human Resources, Management Services and Information Technology) by establishing performance requirements and personal development targets in accordance with County policies and procedures.
- Directs the planning, development and administration of the department's fiscal operations including the collection of revenue and control of expenditures; directs budgets preparation and analysis by designing, implementing, and monitoring budget that adhere to County policies and related laws and promotes fiscally responsible actions that result in efficient and effective use of resources.
- Develops and implements strategies and initiatives to accomplish short and long-range planning objectives.
- Ensures compliance of departmental programs and processes with local, State and federal regulations, and other applicable requirements.
- Prepares and/or directs the preparation of, and reviews, a variety of highly sensitive and/or confidential documents such as Board correspondence, memos, reports, contracts, and business correspondence to inform, secure approval, or respond to the Board of Supervisors, centralized County agencies, external regulatory agencies, and departmental management.
- Identifies emerging issues and concerns in order to develop timely, proactive responses through the ongoing evaluation of processes and programs to ensure effectiveness, efficiencies and compliance with established departmental and County policies and procedures.
- Represents the department on a variety of issues some of which may be highly sensitive, complex and confidential by interacting with individuals from a variety of organizations (e.g., Board members, Board deputies, management from other County agencies, State and federal legislative bodies, and other external agencies).
- Assists in the development, implementation and maintenance of departmental information and other systems.
- Prepares cost impact analyses of new laws, court decisions, and of policies, procedures and practices of other institutions and of the Department.
- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.

Selection Requirements

Two years of experience directing or assisting in the direction of an administrative services unit of a County department or similar non-County organization, including responsibility for a minimum of two Administrative Support Services such as, budget preparation, human resources and information systems, financial management, materials management and specialized services **-OR-** Two years of experience in an administrative capacity* with responsibility for the overall management of a function or organizational unit, including the responsibility for the development of procedures, budget preparation, the direction of supervisory employees and participation in policy information.

*Administrative capacity is defined as work performed typically in an administrative services branch of an organizational unit, including responsibility for the development of procedures and participation in policy formulation.

Desirable Qualifications

- Demonstrated accomplishments, knowledge, skills and abilities needed in managing or assisting in the management of an agency or unit providing specialized and diverse services to a department or specific groups, including the direction of the budget, human resources, fiscal and administrative services.
- Knowledge and demonstrated experience in preparing County department or similar non-County organization budgets and monitoring expenditures.
- Leadership and management experience providing strategic direction to meet current and future operational needs.
- Demonstrated ability to work effectively with public officials, other departments, and agencies.
- A Bachelor's Degree or higher from an accredited college or university.
- Strong verbal communication and written skills to convey complex ideas, concepts, County and departmental policies and procedures.

Annual Salary

\$109,132 - \$165,180 – MAPP Range S13. The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

Filing Instructions

All applicants are required to submit a Standard County of Los Angeles Employment Application, Supplemental Questionnaire, statement of interest, and resume ONLINE only. Applications will not be accepted by mail, fax, or in person.

To view the complete detail of this announcement, click the direct link below:

<https://sjobs.brassring.com/tqwebhost/jobdetails.aspx?partnerid=25082&siteid=5045&jobid=733229>

Apply online by clicking on the tab above or below the bulletin that reads "Apply to Job".

Inquiries are welcomed, and may be directed to:

PENNY TORRES

Department of Human Resources

Telephone: (213) 893-9770

ptorres@hr.lacounty.gov

Recruitment Services provided by

